

131st Bomb Wing Public Affairs/Visual Information Products and Services Guide

Location: 1081 Arnold Avenue, Bldg 59., Rms 111 & 112. 660-687-3337 or DSN 975-3337

Products and Services Restrictions

- A. Government funded Visual Information resources will not be used to provide souvenirs, personal gifts, mementos and farewell gifts (AFI 35-109, 2.2.4.1)
- B. Government funded VI resources will not be used to support or document social functions unless the event has news value or is of historical significance, as determined by the Chief of PA, their representative, or the base historian (AFI 35-109, 2.2.4.2)
- C. Government funded VI resources will not be used to create products for entertainment during farewell parties or other social events (AFI 35-109, para 2.2.4.3)

Submission of a work order request:

- A. All requests for services will be accompanied by a AF833 work order.
- B. AF833 forms are available www.131BW.af.mil or at:
X:\131BW Common File\Public Affairs (public)\AF 833 Form to request AV services
- C. Work orders may also be obtained on request from the PA/VI office.
- D. In extreme circumstances, work will be done on an emergency basis without an AF833, but it will be filled out and signed before any work will be released from the PA office.

All requested services subject to availability of personnel.

Emergency Services- (Alerts/Investigative Support)

As a tenant of the 509th Bomb Wing, we provide supplementary support. For solely 131st activities, and/or directed by the wing commander, first responder on all calls will be the fulltime technician or an appointed PA/VI team member should the technician be unavailable.

- 1. Directed by SFS, safety, OSI, fire department, command post, family advocacy or 131 BW/CC
- 2. Full time technician will assist in accessing support needed.
- 3. All images processed immediately upon completion of shoot
- 4. Images provided to customer/s via prints or digital media
- 5. Alert photo responds to the following:
 - a. Aircraft mishaps/accidents
 - b. Homicide/attempt
 - c. Suicide/attempt
 - d. Rape/sexual assault/attempt
 - e. Unsanitary and/or dirty quarters
 - f. Significant domestic/child violence/abuse **
 - g. Assault on government personnel/assault on local national by military member or dependent with significant injury
- 6. Alert photo only responds to the following if damage is major (estimated over \$5,000):
 - a. Vandalism/damage to government property
 - b. Damage to government quarters
 - c. Damage to personal property if caused by government property
 - d. GOV vs. anything
 - e. POV vs. government property

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7. Alert photo **does not** respond to the following:
 - a. POV vs. POV (unless the accident is relevant to a criminal investigation or personnel involved have been severely injured -- possible loss to life, limb, or eyesight)
 - b. Vandalism/Damage to personal property
 - c. Damage to personal property (even if caused by a DOD member)
 - d. Stolen Items, whether government or private property (where items "used to be")
8. Should video be required, services and follow up times will be in line with alert photo, taking into account any special requirements for sanitization of video, editing, etc., as determined by requesting authority.

Photo

A. Products – (Images)

8. Caption and accession images in accordance with AFI 35-109.
9. Standard turn-around time 1-2 drill weekends.
10. Images will be made available on the PA Public Share Drive for customer download:
X:\131BW Common File\Public Affairs (public)\Photos
Self-help cameras are available for customers to sign out in the event PA is unable to support a request. Those images will also be uploaded to the share drive.
11. Wing Visual Information Manager (WVIM) has final say on questionable work orders.

B. Routine Services - All services are based on availability of personnel.

1. Newsworthy base events
 - a. As determined by the Public Affairs Officer (PAO) or designated representative
 - b. Events whose coverage by PA will directly support 131st, Air National Guard or Air Force strategic priorities.
2. Commander's Calls - Wing-level only
 - a. Unless BW/CC is presiding over or presenting award at Group/Squadron-level event
 - b. Certain award presentations such as Bronze Star, Combat Action Medal and Airman's Medal
3. Changes of Command - Wing, Group and Squadron level
4. Dining-Ins/Outs - Wing level only
5. Awards Ceremonies/Banquets
 - a. Wing level only
 - b. Quarterly/Annual
 - c. Official portion only
6. PME Graduations - Awards Only
7. Promotion Selection Ceremonies - Self-help only
8. Wing Level Induction Ceremonies - Official ceremony portion- NCO, SNCO & CMSgt only
9. Historical Events - PAO, WVIM, or Wing Exec deems necessary
10. Retirements
 - a. Generally, E-7 or O-5 and above (provided manning is available)
 - b. Self-help available for all others.
11. Group photos - One group photo per (Wing/Group/Squadron/Flight) commander.
 - a. Photo will be made available via cd or on a share drive for all others.
12. Heritage Months
 - a. Significant event as PAO or Wing Visual Information Manager deems necessary per heritage month as coordinated through the committee lead, provided manning available.
 - b. Self -help camera will be available for the committee to use for events

C. Passports and Studios (By Appointment Only; No Walk-Ins)

Studio is owned/operated by host, 509PA, during weekdays. Drill weekends are managed by 131PA.

1. Images emailed to customers and printed according to requirements
2. Must be Wing or Group level award winners for quarterly/annual awards

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3. Studio -- OFFICIAL PORTRAITS ONLY (Chain of command, quarterly/annual award, instructors or special duty packages)
4. Passports -- OFFICIAL MILITARY PASSPORTS ONLY (TDY, Visa, or deployments)
5. Printing -- when available
 - a. Quality photo prints only available for Wing Chain of Command and Special duty packages
 - b. Only one standard set of Chain of Command photos printed per Group
 - c. Wing quarterly & annual awards will be placed onto PA Public drive.
 - d. Units with large quantity photo printing requirements should use DAPS
6. Special arrangements for studio photos not during usual appointment hours either during drill or on weekdays shall be made with the fulltime WVIM @ 687-3337 (DSN: 975-3337), pending their availability.

D. Self-Help

1. Self-help official use cameras will be offered in any instance a photographer cannot attend due to mission, manning or policy restrictions
2. Official use cameras are available for checkout
 - a. 131 BW/PA personnel will provide users tips for shooting quality photos
 - b. Photos will be processed by 131PA/VI personnel and uploaded to PA Public Drive,(X:\131BW Common File\Public Affairs (public)\Photos), onto a customer provided CD/DVD, or emailed (if it's only a few photos)

Video

A. Products

1. Caption/accesion video in accordance with IAW AFI 35-109
2. Standard turn-around time dependent on product; 1-3 drills after shoot average.
3. A self-help official use video camera is available for customers to sign out in the event that PA is unable to support a request (subject to availability).
4. Video products are provided to customers via DVD media

B. Routine Services - All services are based on availability of personnel.

1. Newsworthy base events
 - a) As determined by the Public Affairs Officer (PAO) or designated representative
 - b) Events whose coverage by PA will directly support 131st, Air National Guard or Air Force strategic priorities.
2. Commander's Calls - Wing-level only
 - a) Unless BW/CC is presiding over or presenting award at Group/Squadron-level event
 - b) Certain award presentations such as Bronze Star, Combat Action Medal and Airman's Medal
3. Wing Level Induction Ceremonies - Official ceremony portion- NCO, SNCO & CMSgt only
4. Historical Events - PAO, WVIM, or Wing Exec deems necessary
5. Duplication Services
 - a. Capable of duplicating CD/DVD/Mini DV media for official purposes
 - b. Customer/s must provide own media for amount of copies requested
6. Changes of Command - Wing-level only
7. Historical Events - PAO, WVIM, or Wing Exec deems necessary
8. Production, training, and mission videos - Wing level requests only with final determination by WVIM who will perform a DAVIS search to assess if comparable products are available.

News

A. Services - due to merger of career fields, photojournalist may also be covering news services. All services are based on availability of personnel.

1. Newsworthy base events
 - c. As determined by the Public Affairs Officer (PAO) or designated representative
 - d. Events whose coverage by PA will directly support 131st, Air National Guard, Missouri National Guard, or Air Force strategic priorities.
2. Commander's Calls - Wing-level only
 - e. Unless BW/CC is presiding over or presenting award at Group/Squadron-level event

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- f. Certain award presentations such as Bronze Star, Combat Action Medal and Airman's Medal
- 3. Changes of Command - Wing, Group and Squadron level
- 4. Dining-Ins/Outs - Wing level only
- 5. Awards Ceremonies/Banquets
 - a. Wing level only
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- 6. PME Graduations - Awards Only
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- 9. Historical Events - PAO, WVIM, or Wing Exec deems necessary
- 10. Retirements
 - a. Generally, E-7 or O-5 and above, (provided manning is available).
 - b. Self-help available for all others.
- 11. Group photos - One group photo per (Wing/Group) commander.
 - a. Photo will be made available via cd or on a share drive for all others.
- 12. Heritage Months
 - c. Significant event as PAO or Wing Visual Information Manager deems necessary per heritage month as coordinated through the committee lead, provided manning available.

B. Other Public Affairs Services

- 1. 131st Public web page (www.131BW.ang.af.mil)
 - a. Unit Public Affairs Representatives & individuals may submit mission-related stories/photos
 - b. Stories & photos will be posted and edited at the discretion of the PA office
 - c. Contact 660-687-3337 or DSN 975-3337 for current email address.
- 2. Facebook (www.facebook.com/131BW)
 - a. Any Facebook member who has been approved for the page may post or upload photos.
 - b. Photos and Facebook posts will be posted and edited or deleted at the discretion of the PA office.
 - d. Community notices, events, questions, and comments
 - e. Inappropriate content will be deleted at the discretion of the PA office
 - f. No retail advertisements for personal or company gain/sales allowed
 - g. Promotional events may be posted, but edited or deleted at the discretion of the PA office
- 3. The Whiteman Warrior - The base newspaper is run by 509BW Public Affairs. For guidelines for submission, contact them at 660-687-6123 or DSN: 975-6123.

Graphic Arts:

While not a part of the Public Affairs AFSC skillset, pending availability, weekday graphics support is still available from the full-time technician. Contact 660-687-3337 or DSN 975-3337 for more information and to determine if support is available.

***NOTE*: Public affairs reserves the right to edit all submissions prior to publication.**